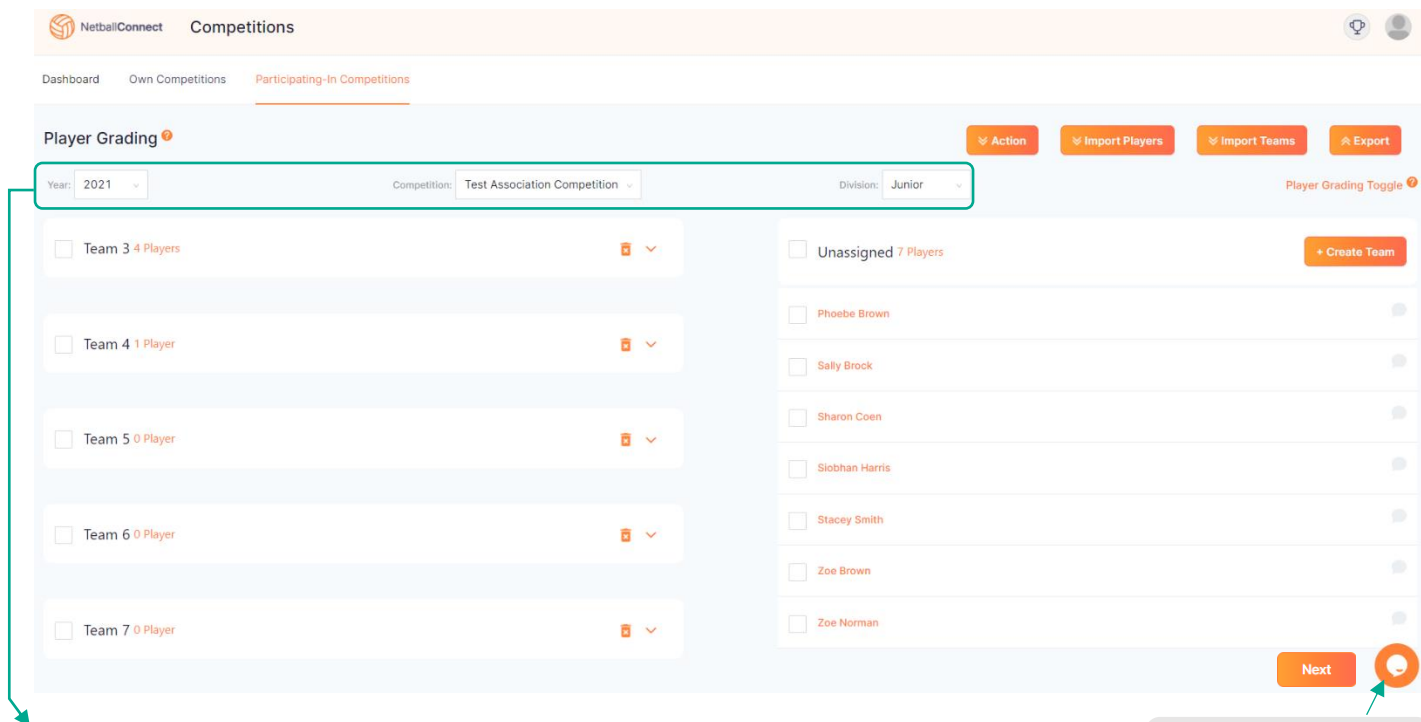


Select the *Competitions Module > Participating-In Competitions > Player Grading*. As players register to a competition, they appear in the Player Grading page. Players appear in the division they have registered to. You can see this by filtering divisions.

Select **+ Create Team**, add team name. The team appears on the left-hand side, move players into the teams by dragging and dropping. Players move from the Unassigned list once they have been assigned to a team. Repeat the process for all teams. Once all players have been assigned to a team click **Next** to progress through to Team Grading.



Remember we are here!  
Submit a ticket for support.

## NOTES:

- Before you start creating teams and allocating players check you have selected the relevant Year, Competition and Division from the top line.
- Only players registered to this competition will appear in the list.
- Teams can be reallocated to other divisions by selecting the team checkbox, then "Action" to change division.
- Players can be moved into other divisions by selecting the player checkbox, then "Action" to change division.
- Click the down arrow ▼ to view the players in the team. To remove a player, drag and drop to the Unassigned area.
- Click the 🗑️ bin icon to delete a team. Any players in the team will automatically be moved to the unassigned list.
- Option to add comments to players for the Competition Administrators if required. Select the 💬 to add comments.

